

BUSINESS COMPUTER INFORMATION SYSTEMS I (BCIS I)

INSTRUCTOR: Alberto Velez

ROOM: B115

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INSTRUCTOR'S CLASS SCHEDULE:

1ST PERIOD: BCIS I – Dual Enrollment
2ND PERIOD: CONFERENCE
3RD PERIOD: BCIS I – Dual Enrollment
4TH PERIOD: BCIS I – Dual Enrollment
5TH PERIOD: Lunch
6TH PERIOD: BCIS I
7TH PERIOD: BCIS I – Dual Enrollment
8TH PERIOD: Business Management/Business Ownership – Dual Enrollment

Tutoring is available upon request before 1st Period or after school.

TEXTBOOKS USED:

Office 2007 - Introductory Concepts and Techniques, Shelly, Cashman, Vermaat

MATERIALS:

1" Binder with 5 dividers, Notebook Filler Paper College-Ruled, Pens, and Pencils.

COURSE DESCRIPTION:

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students apply technical skills to address business applications of emerging technologies. This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows XP, Microsoft Office 2007: Word, Excel, Access, PowerPoint, and Publisher. Student will create research papers and PowerPoint presentations that will be presented to class. Research will be done on Computing & Technology Topics.

COURSE GOALS:

This course is designed so each participant will:

- Understand the basic components of a computer system
- Create documents using a word processing application
- Take raw data and create spreadsheets
- Create multi-media presentations
- Create simple database

GRADING POLICY:

A semester exam will be administered at the end of each semester.

Daily work will account for 33% of daily assignments and will include book lesson assignments, case lessons and special assignments.

Major work will account for 67% of weekly tests, mid-term exam and other major work. The marking period overall grade will consist 75% of daily and major work. The final exam will consist 25% of the overall grade. There might be final exam exemptions.